

**MINUTES OF THE COLLEGE ASSEMBLY MEETING
FEBRUARY 5, 2009
MEMBERS PRESENT**

DEANS: M. Brinson, M. Conners, M. Laskowski-Sachnoff, R. Luke

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:

S. Barnhart, M. Maciolek, T. Montani, T. Orosz, T. Sabol, D. Trainor

FACULTY: S. Altman, S. Biswas, E. Christensen, T. Drew, M. Edwards, S. Majiduddin, U. Narayanan, N. Picioccio, J. Ramirez, E. Reid, A. Rivera, M. Santelli, M. Scanlon, J. Waintraub, C. Wathen, S. Zale

STUDENTS: A. Alaigh, A. Albulhasan, J. Crawford, J. Espinoza, P. Gopalan, , E. Makwana, T. Mensah, V. Patel, M. Plichta, N. Rajendran, S. Shah, D. Wolfe

SUPPORT STAFF: S. D'Elia, R. Hanson, B. Rosen

TASK FORCE CHAIRS:

Academic Standards: S. Zale

Accessibility for Persons with Disabilities: V. Kanwal

Bylaws: J. Spector*

Campus Diversity: H. Hyman

Campus Life: T. McGlincy*

Community Concerns: P. Moran*

Curriculum: P. Yarmchuk

Educational Resources: S. Altman

GUESTS: D. Gardner, K. Hays, N Heller, R. Kim, J. Nickerson, J. Pinero, R. Powell, R. Roy, M. Spano, A. Unglert, D. Zimmerman

PARLIAMENTARIAN: M. Laskowski-Sachnoff

MEMBERS ABSENT

DEANS:

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:

FACULTY: E. Dikun*, E. Reid*

STUDENTS: J. Colbeth, Y. Shudoh, F.Zanatta*

SUPPORT STAFF: A. Ballina*

*Excused

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With a quorum present, Professor Richard Ellison called the February regular meeting of the College Assembly to order on Thursday, February 5, 2009 at 2:10 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

APPROVAL OF MINUTES

Motion to approve minutes:

Mov: S. Altman Sec: N. Picioccio

Minutes are accepted as presented.

UNFINISHED BUSINESS

None

REPORTS OF THE STANDING TASK FORCES

A. Academic Standards – Dr. Steven Zale, Chair

Charge:

Working with the Honors Program Committee, review the proposed requirements for Full Honors Program eligibility and Departmental Honors eligibility for both newly entering first-year students and current MCC and transfer students. Make the appropriate recommendations.

Report:

A member of the task force acted as the liaison to the Honors Program Committee. Currently stipulated by the Honors Program Committee, entrance into the Departmental Honors and Full Honors programs for first year students, requires a minimum combined SAT score of 1200 (this reflects the mathematics and critical reading scores) or a 3.5 cumulative GPA from high school along with no developmental course requirements. In addition, for current MCC and transfer students, after the completion of 12 college credits, a 3.5 cumulative GPA is required (this matches Phi Theta Kappa's requirement) and all developmental work must be finished.

The task force considered the distinction between the Honors Program and receiving the honors recognition upon graduation. A student, who graduates MCC with a cumulative GPA of 3.25, will receive the Honors distinction. On the other hand, the task force felt that the minimum criteria of 3.5 cumulative GPA was academically sound and essential for eligibility into the Departmental Honors and Full Honors programs since the Honors Program's mission is to provide a unique and exceptional educational experience to extremely high quality, driven students.

The task force felt that the difference between Honors classes and non-Honors classes was the type of work that the student was expected to complete in the courses. Since the Honors classes tend to have more critical in-class

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discussions and in-depth reading assignments, the task force believed that the 3.5 cumulative GPA was justified.

**B. Accessibility for Persons with Disabilities -
Dr. Virender Kanwal, Chair**

No report.

C. Bylaws – Professor Jeffrey Spector, Chair

No report.

D. Campus Diversity – Dr. Hillary Hyman, Chair

Recommendation:

It is recommended that sensitivity training for all faculty and staff be increased and that relevant campus issues be addressed as part of one of the upcoming faculty obligation days. It is further recommended that all faculty and staff be encouraged to attend and participate in upcoming and future diversity related activities, such as those scheduled as part of Diversity Day. Development of a workshop which incorporates MCC students' perspectives on diversity for all students, faculty, and staff to attend is also recommended.

Rationale:

As presented in the December 4, 2008 report, CELT has indeed provided workshops addressing diversity issues such as Millennial Students, Students with Disabilities, Embracing Cultural Diversity in the Classroom, and Responding to Distressed Student Behavior.

In addition, a report provided shortly after the December 4th meeting addressed a panel discussion comprised of a diverse group of MCC students was held in November 2007. The topic of the discussion was, "Student Empowerment: Dispelling Myths and Stereotypes". The panel was moderated by Leslie Carter.

This report additionally listed recommendations made via memorandum in October 2007 to Vice President Karen Hays. These recommendations came from the Diversity Day Committee Members based on feedback they had garnered from students and faculty. Two of them strongly support our recommendation. The first was that faculty be encouraged to bring their classes to Diversity Day activities and make diversity a part of class assignments. Another recommended a Sensitivity Training program be developed to address relevant campus issues pertaining to diversity and that the training be offered on one of the faculty obligation days.

No Diversity Day activities were held during the Fall 2008 semester. However, another Diversity Day activity is anticipated during the Spring 2009 April Liberal Arts Month activities.

Although it is apparent that sensitivity is addressed on campus, it is the task force's opinion that more discussion and activities should be planned.

Motion to accept recommendation:

Mov: N. Picioccio Sec: J. Waintraub

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

E. Campus Life – Mr. Terry McGlincy, Chair

No report.

F. Community Concerns – Ms. Patricia Moran, Chair

No report.

G. Curriculum - Dr. Paul Yarmchuk, Chair

Recommendations:

CIT 253: Mechanics of Materials

New Course

Motion to accept recommendation:

Mov: M. Laskowski-Sachnoff Sec: N. Picioccio

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

Engineering Science A.S. Degree: Change in Curriculum

Motion to accept recommendation:

Mov: S. Barnhart Sec: T. Drew

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

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H. Educational Resources - Professor Susan Altman, Chair

Charge:

Consider the most beneficial means to communicate course information

Report:

We are currently researching how information is communicated and will work on a recommendation at our February meeting to present to the College Assembly.

NEW BUSINESS

None

REPORT OF THE CHAIR

1. All curriculum items that came before the College Assembly at the December 4, 2008 meeting were approved and signed by the College President and are to be implemented by the Vice President of Academic and Student Affairs.
2. The following Fast-Track curriculum items were approved:

CHM 010: Basic Chemistry

Change course title from Basic Chemistry to Basic Chemistry for Health Science

Chemistry Science Transfer Program

To be in compliance with the New Jersey Administrative Code, Title 9A-Higher Education Chapter I Licensure Rules 9A:1-2.3

To make the Science Transfer Programs in the SMHT Division consistent in course offerings and terminology.

Chemistry Option

To add the curriculum title "Pre-Professional" to distinguish from

Chemistry Science Transfer. There is no change to any of the courses in this curriculum.

Chemical Process Technology

Change name of program to: Process Technology

ESL 086: Discussion/Phonology Intensive Level III

Change in course title to: Phonology/Discussion Intensive Level III

ESL 091: Advanced Discussion and Phonology Level IV

Change in course title to: Advanced Phonology/Discussion Level IV

ESL 092: Advanced Structure IV

Change in course title to: Advanced Structure Level IV

ESL 093: Structure/Writing IV

Change in course title to: Advanced Writing Level IV

ESL 094: Reading/Vocabulary IV

Change in course title to: Advanced Reading/Vocabulary Level IV

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Event Planning Management Certificate

After reassessing our options to adjust our General Education requirements to be in line with new state requirements, we will be leaving the ENG 121 in place and deleting BUS 240 (ENG 240) and replacing it with a General Education Elective, choice of GE HUM or GE SS.
Management A.A.S.

To adjust the General Education requirements to be in line with new state requirements and change the preferred mathematics from BUS 115 to MAT 101, which is a GE MST course and will reduce the potential number of credits for graduation by one.

Marketing A.A.S.

To adjust the General Education requirements to be in line with new state requirements and change the preferred mathematics from BUS 115 to MAT 101, which is a GE MST course and will reduce the potential number of credits for graduation by one.

Mathematics Science Transfer Program

To be in compliance with the New Jersey Administrative Code, Title 9A- Higher Education Chapter I Licensure Rules 9A:1-2.3

To make the Science Transfer Programs in the SMHT Division consistent in course offerings and terminology.

Fire Science Technology

To add SCI 104 to the Fire Science Technology Curriculum

3. Dr. La Perla-Morales signed the recommendations by the College Assembly on December 10, 2008 and subsequently forwarded them to various offices for implementation.
 - a. That students be required to obtain an instructor's signature (or a printed copy of an e-mail from the instructor giving permission) during the first week of classes if the class has met and the section is open. In addition, students will be required to obtain signatures from both the chair and instructor (or a printed copy of an e-mail from the instructor giving permission) if the class has already met and the section is closed. This recommendation is to be implemented by the Vice President for Academic and Student Affairs
 - b. Based on the results of the 2008 Technology Survey for Teaching and Learning, we recommend the following:
 - Upgrade classrooms with ceiling-mounted projectors to include wall switches and audio.

- Continue to increase the number of media enhanced classrooms on campus and the urban centers with the eventual goal of completing 100% of all classrooms.
- Continue to increase the number of flexible computer labs on campus that are available for general and/or occasional use for both lab and classroom applications.
- Streamline the procedure for scheduling computer labs on campus and communicate this procedure to department chairs and faculty to make the existing computer labs more accessible for their classes.
- Continue workshops for faculty and staff to learn about the technologies that are available for their use and learn how to use these technologies to support teaching and learning on campus.

This recommendation is to be implemented by the Vice President for Academic and Student Affairs.

- c. That a course abstract be created for all courses. It is also recommended that this course abstract be required as part of the new course approval process. This document would include the following information: Course ID, course name, department, contact information for the chairperson or course coordinator, prerequisites and co-requisites, course description, credit hours, disability statement (If you need accommodations due to a disability, contact Disability Services in Edison Hall Room 100, 732.906.2546.), code of student conduct statement (To foster a productive learning environment, the College requires that all students adhere to the Code of Student Conduct which is published in the college catalog and website.), learning outcomes, and course content. It is further recommended that this course abstract document be included in the Curriculum Approval Process manual.

This recommendation is to be implemented by the Vice President for Academic and Student Affairs.

4. College Assembly has contacted the divisions who are in the process of formulating their list of representatives for the College Assembly and its task forces. Please contact the chairperson of your division council, chairperson of your department, or dean and offer your experience to the Assembly and or a task force. You are encouraged to please talk to your colleagues and your students to get them involved.

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5. The next meeting of the College Assembly will be held on Thursday, March 5, 2009 at 2:00 p.m.

RECOGNITION AND HEARING FROM THE PUBLIC

Mr. Pinero stated that he had heard that there was going to be Wi-Fi at the College Student Center, and if anyone had any additional information. Dr. Hays answered that if all goes according to plan, the network could be available in May and is slotted at the present time for Café A only.

ADJOURNMENT

Motion to Adjourn:

Mov: R. Luke Sec: D. Trainor

There being no further business, the meeting was adjourned at 2:25 p.m.

Respectfully submitted,

Richard Ellison
Chair, College Assembly

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